

# Capital Grants Application Package Checklist

Please check each box when it is complete to ensure you are submitting a **COMPLETED** package. When complete, please email to **dgs.grantsapplication@maryland.gov**

	<p>1. “Board of Public Works Application” fully filled out. There should be no blanks on this form.  <u>Note:</u> If you do not own the property in which the grant funds are being used, we will have to add the owner of the property as the Beneficiary on the grant agreement. (Please include your fully executed lease in your grant package submission)</p>
	<p>2. Both Affidavits filled out and signed. This includes the lobbying and religious affidavit.  <u>Note:</u> you must fill out the religious affidavit even if you are not a religious institution</p>
	<p>3. Project Review Form to be completed and submitted to the Maryland Historical Trust. You will need to submit the form and required attachment directly to MHT. ONLY include the first page in your package to DGS.</p>
	<p>4. Certificate of Insurance-Name the State as a Loss Payee. Please use the address below and make sure the coverage is for at least the grant amount.</p> <p style="text-align: center;"><b>The State of Maryland,          Department of General Services,          Grants Division,          301 W. Preston Street, Suite 703,          Baltimore, Maryland 21201.</b></p>
	<p>5. Your match documentation (<b>if required</b>). Please see page 13-14 of the booklet to ensure you are submitting an eligible match.</p>
	<p>6. Complete the Corporate Diversity Addendum, starting with the completion of Worksheet A. The instructions are provided on the form to determine if your entity must provide this Corporate Diversity Addendum to comply with the State of Maryland regulations. Please include in your package to DGS.</p>

Please be sure that **ALL** items have been included before submitting your package.